



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: October 11, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - Two Fire Engineers – Congratulations to Joseph Valadez and Andrew Patterson for being promoted to the Fire Engineer position

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
09/22/2019 -09/28/2019		78	70				8
10/01/2019 -10/05/2019	207						

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
9/26/2019	394	258	215
10/3/2019	313	209	153

Public Works

- Projects:
 - The LC-17 crew is finishing up the concrete pour at Channel 2, they will start installing topsoil this week in the channel, getting Change Order for Bandera side work, and start the punch list crews this week.
 - Leon Valley Street Maintenance Year 2 – the company has completed all but the sidewalk ADA ramps in Forest Oaks.
 - Staff is still waiting on approval from VIA for the library and park bus shelter artwork. Once received, it is to be installed.
 - City Crews will be installing concrete on El Verde Road in front of the fire station. We expect the work to begin as soon as we receive the plan from our engineer.

- Shade structures have been ordered for the new parks and the smaller playground at Raymond Rimkus Park.
- Staff is working with CPS Energy and ClearResult to identify ways the City can reduce their energy usage at city facilities.
- SAWS has repaired the leak in the recycled water main in Huebner Creek, next to the library.
- Bexar County is moving forward with the installation of flood gates along Poss and Evers. They expect to install them in October.
- Staff is contacting construction and landscaping companies for the remodel of the restrooms at the Leon Valley Community Pool and installation of landscaping in the adjacent vacant lot.
- The Grass Hill generator, Forest Meadow drainage improvements, and Huebner at Bally and Huebner at Leon Valley Elementary crosswalk projects will start this month. The Forest Meadow entrance to the park will be limited, as this area is in the work zone. Community Gardeners will be able to tend to their plots while the work is in progress.
- Staff will begin choosing streets for the FY 2020 Street Maintenance Project.
- The engineer will begin preparing bid documents for the Grass Hill elevated tank rehabilitation project.
- Plans for ADA sidewalk extensions across the alleys in Linkwood will begin.
- Staff is getting quotes for new Capital items for the park, which include new picnic tables, a fitness station, and new pavilion.
- Preparing estimates and alternatives for swimming pool facilities.
- Repairing sidewalk along Evening Sun.
- Repairing Sulky at Halter street asphalt from water main break.
- Repairing two potholes on Poss Road.
- Preparing for concrete on El Verde Road.
- Painting the pavilion at The Ridge at Leon Valley Park.
- Preparing for the Soap Box Derby.
- Repairing fence at Raymond Rimkus Park playground.
- Revamping monument at Raymond Rimkus Park.
- Street sweeping entire city.
- Repairing water line at library.
- Taking water samples, weather permitting.
- Moving 2” meter at John Marshall High School.
- Flushing dead end water mains.
- Training
 - New Crew Foremen and Leaders will be taking supervisor training classes.
 - Crew Leader will be taking Certified Playground Inspector test this week.
 - New employee preparing to take CDL driving test next week.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 09-23-19 – 6400 Bluebird – Violation of City Ordinance (Parking Violation) – Vehicle Impounded
 - 09-23-19 – 5700 N.W. Loop 410 – One arrested for Theft
 - 09-24-19 – 6300 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 09-24-19 – 6400 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 09-25-19 – 6800 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 09-25-19 – 5700 N.W. Loop 410 – Abandoned Vehicle – Vehicle Impounded
 - 09-25-19 – 6400 Bandera Rd. – Violation of City Ordinance - Junk Vehicle – Vehicle Impounded
 - 09-25-19 – 7200 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded

- 09-27-19 – 5900 Bandera Rd. – One Arrested for Unauthorized Use Motor Vehicle
- 09-27-19 – 6000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-27-19 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-27-19 – 6400 El Verde – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-28-19 – 7300 Withers Ln. – Violation of City Ordinance (Parking Violation) – Vehicle Impounded
- 09-28-19 – 5600 Bandera Rd. – Theft \$0-100 – One Cited/Released – Vehicle Impounded
- 09-28-19 – 6500 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-28-19 – 6200 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-28-19 – 5900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-28-19 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-28-19 – 5400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-29-19 – 6200 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-29-19 – 4700 Timco West – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-29-19 – 5300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-29-19 – 5300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-29-19 – 6900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-30-19 – 4700 Timco West – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-30-19 – 6300 Seneca Dr. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 09-30-19 – 6000 Bandera Rd. – Traffic Stop – Two Arrested for Unauthorized Use Motor Vehicle, Unlawfully Carrying Weapon, & Possession of a Controlled Substance
- 09-30-19 – 7300 Reindeer Trail – Violation of City Ordinance (Vehicle Stored on Roadway) – Vehicle Impounded
- 09-30-19 – 6200 Grissom Rd. – Disturbance – One Arrested for Violation of a Protective Order
- 10-02-19 – 5600 Evers Rd. – Disturbance – One Arrested for Assault/Bodily Injury
- 10-03-19 – 6200 Evers Rd. – Suspicious Person – One Arrested for Evading Arrest and Possession of Marijuana < 2 oz.
- 10-04-19 – 5600 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-05-19 – 7100 Bandera Rd. – Traffic Stop – One Arrested for Driving While Intoxicated – Vehicle Impounded
- 10-05-19 – 7700 Linkside – Disturbance – One Arrested for Assault/Bodily Injury
- 10-05-19 – 5900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-05-19 – 6200 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-06-19 – 5300 Bandera Rd. – One Arrested for Outstanding Warrant
- 10-06-19 – 6900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-06-19 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 10-06-19 – 6900 Forest Meadow - Traffic Stop – One Cited/Released – Vehicle Impounded
- Significant Calls
 - 09-23-19 – 5500 Bandera Rd. – Crash
 - 09-23-19 – 5600 Evers Rd. – Theft < \$100
 - 09-23-19 – 7000 Forest Grove – Recovered Runaway
 - 09-23-19 – 5600 Bandera Rd. – Crash
 - 09-23-19 – 5500 Bandera Rd. – Violation of City Ordinance (junk vehicle)
 - 09-23-19 – 7400 Huebner Rd. – Crash
 - 09-23-19 – 6000 Cammie Way – Recovered Runaway
 - 09-23-19 – 6900 Bandera Rd. – Criminal Trespass
 - 09-24-19 – 7400 Huebner Rd. – Hit and Run Crash
 - 09-24-19 – 6800 Bandera Rd. – Crash
 - 09-24-19 – 6800 Bandera Rd. – Crash
 - 09-24-19 – 6200 Stirrup Ln. – Crash
 - 09-24-19 – 5900 Wurzbach Rd. – Criminal Mischief \$100-750

- 09-24-19 – 6300 Mary Jamison – Missing Person
- 09-24-19 – 7000 Bandera Rd. – Suspicious Person
- 09-24-19 – 5600 Evers RD. – Runaway
- 09-25-19 – 6800 Bandera Rd. – Crash
- 09-25-19 – 5900 Bandera Rd. – Crash
- 09-25-19 – 6400 Bandera Rd. – Crash
- 09-25-19 – 6700 Bandera Rd. – Crash
- 09-25-19 – 6500 Bandera Rd. – Crash
- 09-25-19 – 7000 Settlers Ridge – Violation of City Ordinance (loose animal)
- 09-26-19 – 5700 Watercress – Missing Person
- 09-26-19 – 5600 Evers Rd. – Criminal Mischief
- 09-26-19 – 5600 Grissom Rd. – Harassment/Verbal
- 09-26-19 – 6600 Grissom Rd. – Crash
- 09-26-19 – 6300 Sawyer Rd. – Welfare Check
- 09-27-19 – 7400 Huebner Rd. – Crash
- 09-27-19 – 5900 Bandera Rd. – Crash
- 09-27-19 – 6600 Bandera Rd. – Crash
- 09-28-19 – 6400 Bandera Rd. – Open door
- 09-28-19 – 7300 Reindeer Trail – Violation of City Ordinance (Junk vehicle/roadway)
- 09-28-19 – 7300 Reindeer Trail – Violation of City Ordinance (Junk vehicles x 4)
- 09-28-19 – 5900 Wurzbach Rd. – Suspicious Circumstances
- 09-28-19 – 6300 Rue Marielyn – Suspicious Person
- 09-28-19 – 6600 Evers Rd. – Theft \$100-750
- 09-29-19 – 6900 Bandera Rd. – Crash
- 09-30-19 – 5600 Evers Rd. – Damage to Property
- 09-30-19 – 6500 Bandera Rd. – Crash
- 09-30-19 – 5500 Wurzbach Rd. – Crash
- 09-30-19 – 5400 Bandera Rd. – Alarm
- 09-30-19 – 6100 Saddle Bow – Found open vehicle door
- 09-30-19 – 5900 Bandera Rd. – Hit and Run Crash
- 10-01-19 – 6600 Bandera Rd. – Crash
- 10-01-19 – 5600 Evers RD. – Theft
- 10-01-19 – 7700 Eckhert Rd. – Suspicious Vehicle
- 10-01-19 – 6800 Bandera Rd. – Crash
- 10-01-19 – 5600 N.W. Loop 410 Access Rd. – Crash
- 10-01-19 – 5600 Evers Rd. – Burglary of a Building
- 10-01-19 – 5900 Wurzbach Rd. – Deceased Person
- 10-02-19 – 6200 Bandera Rd. – Burglary/vehicle
- 10-02-19 – 5600 Bandera Rd. – Theft \$0-100
- 10-02-19 – 5600 Evers Rd. – Welfare Concern
- 10-02-19 – 6100 Rue Francois – Violation of City Ordinance (Junk Vehicle)
- 10-03-19 – 7000 Bandera Rd. – Crash
- 10-03-19 – 5600 Bandera Rd. – Theft of a Motor Vehicle and Evading Arrest
- 10-03-19 – 6400 Seneca Dr. – Welfare Concern
- 10-03-19 – 6300 Rue Marielyn – Suspicious Person
- 10-03-19 – 7000 Bandera Rd. – Alarm
- 10-04-19 – 7400 Linklea – Alarm
- 10-04-19 – 6400 Bandera Rd. – Crash
- 10-04-19 – 5700 N.W. Loop 410 – Suspicious Circumstances
- 10-04-19 – 5600 Bandera Rd. – Crash
- 10-04-19 – 5400 Wurzbach Rd. – Crash

- 10-04-19 – 6300 Rue Marielyne – Apparent sudden death
 - 10-04-19 – 6900 Poss Rd. – Crash
- 10-04-19 – 5400 N.W. Loop 410 – Crash
 - 10-05-19 – 5300 Wurzbach Rd. – Crash
 - 10-05-19 – 5600 Bandera Rd. – Crash
 - 10-05-19 – 7700 Linkwood Dr. – Welfare Concern
 - 10-05-19 – 7100 Bandera Rd. – Suspicious Circumstances
 - 10-05-19 – 6800 Huebner Rd. – Crash
 - 10-05-19 – 6800 Huebner Rd. – Alarm
 - 10-06-19 – 6700 Bandera Rd. – Found Open Door (Burglary)
 - 10-06-19 – 6600 Gristmill – Alarm
 - 10-06-19 – 6300 Rue Marielyne – Welfare Concern
 - 10-06-19 – 6500 Bandera Rd. – Crash
 - 10-06-19 – 5700 Bandera Rd. – Crash
- Citations - 112
- Warnings – 38
- Cases filed by CID, Six (6):
 - One (1) Burglary Habitation
 - One (1) Sexual Assault of a Child
 - One (1) Aggravated Assault- Family Violence
 - One (1) Evading Arrest- Vehicle
 - One (1) Burglary of a Building
 - One (1) Theft from Person
- CID Activity/Active Investigations
 - Three (3) Sexual assault child
 - Two (2) Unauthorized use of Motor Vehicle
 - Possession of a Controlled Substance 4-200 grams
 - Felon in Possession of Firearm
 - Two (2) Assault Bodily Injury
 - Unlawfully Carrying Handgun
 - Two (2) Hit and Run Accidents
- Additional CID Activity
 - Ongoing Meetings with the District Attorney’s Office
 - Twenty-Eight (28) Walk in Complaints were Handled
 - Copied Twenty-One (21) DVDs for D.A.’s Office
 - Registered One (1) Sex Offender
- Assisted Code Enforcement/Animal ControlCode Enforcement
 - (06) Junked/abandoned/illegal vehicles
 - (06) Trash complaints
 - (28) Bandit signs
 - (04) Grass/weed violations
 - (03) Noise violations
 - (01) Building Violation
 - (37) Violation of City Ordinance Notice Letters
- Animal Control
 - (02) Dead animals
 - (02) Lost dogs
 - (01) Lost cat
 - (06) At large dog calls
 - (03) TNR
 - (06) Pet noise complaints

- Traffic Unit Reporting Period Activity:
 - Active traffic assignments include school zones before and after school neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera and Seneca, Evers Rd, and Linkwood.
 - Reporting Period Activity:

▪ Moving Violations	55
▪ Non-Moving Violations	02
▪ Warnings	20
▪ Vehicles Impounded	00
VCO	04
- Impound Lot
 - Vehicles Towed: 24
 - Traffic: 17
 - Arrest: 04
 - VOC 02
- Training
 - Lt. Gonzalez and Lt. Anderson attended the FBI-Law Enforcement Executive Development Command Leadership Institute course.
- Volunteer Activity
 - Chief Salvaggio , Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.
 - Ten (10) Officers participated in the twelve (12) National Night Out events throughout Leon Valley. Officers drove the mayor, city manager and four city council members to the events.

Fire Department

- **Annual Leon Valley National Night Out! (community service)** – The Fire, Police Department with City Council visited numerous neighborhoods. This is a citywide community event designed to heighten crime prevention awareness while fostering a stronger neighborhood spirit and Police-Community partnership. Thank you to everyone who came out to socialize and discuss your concerns with us. We look forward to seeing you next year.
- **Cancer Awareness T-Shirts Available (community service)** – The Leon Valley Fire Department has available Cancer Awareness T-Shirts with a \$20 donation for each T-shirt available in navy blue & pink (sizes range: S, M, L, XL, 2XL, 3XL, 100% Cotton/Coton/Aladon). Please note, we are only able to accept cash donations and are unable to provide change. However, All proceeds go towards our Cancer Awareness Campaign and Programs. Please stop by to purchase at the Leon Valley Fire Station 6300 El Verde Rd. while supplies last, Mon-Fri 8:30am - 4:30pm. In Loving Memory of Lisa Ortiz, Fire Fighter Ortiz's wife who was a champion for Pink Warriors. We continue the fight on her behalf and all Pink Warriors! Also for our very our Ms. Martin Cancer Survivor! Supporting the Fighters, Admiring the Survivors, Honoring the Taken and..... Never, Ever Giving up Hope!
- **START Center for Cancer Care Support (community service)** – The Fire department sales Breast Cancer Awareness T-Shirts and all donations go towards gift basket items. We deliver cancer warrior pamper gift bags annually to the START Center for Cancer Care. These gift bags have various items to assist in the support of those who are fighting cancer and going through cancer treatment. (Travel size new items, i.e. Gasoline gift cards, Toothbrush w/toothpaste, Scarfs, Mouthwash, Sanitizer, Cookies, Gum, Hard candy, Mints, Decaffeinated and herbal teas, Chapstick, Games, puzzles, books, crossword puzzle, Water, Gatorade, Small pillow, Small blanket etc.) We accept donated new items as well.
- **Fire Recovery USA (accident cost recovery)** – The Fire department has received an incident recovery total collection in the amount of \$44,016.73 to date with 51 active runs, and 4 denials by insurance companies.
- **Emergicon EMS Billing (EMS cost recovery)** – The Emergicon collection was in the amount of \$23,513.97 for the month of September.

- **Officer/Firefighter/Paramedic Heather Rodriguez (continuous education training)-**
Congratulations! Heather Rodriguez completed National TIM Training Certificate for The Emergency Responder Safety Institute, CVVFA under agreement with the Federal Highway Administration on The Responder Safety Learning Network by U.S. Department of Transportation/Federal Highway Administration.
- **Deputy Fire Marshal Justin Garcia (continuous education training) -** Congratulations! Deputy Fire Marshal Justin Garcia completed Trainers course for overdose prevention and Naloxone Training The University of Texas Health Science Center at San Antonio School of Nursing on October 3, 2019.
- **Fire Chief Naughton (continuous education training) –** Congratulations! to Chief Naughton! completed Texas Jurisprudence, Texas A&M Engineering Extension Service-Emergency Medical Services (EMS) Concepts for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Events, Q0133-Firefighter Safety- Calling the Mayday, Emergency Vehicle Operations, Hazard Communications, Fire Service Communications, as well as Vehicle Extraction.
- **Annual October Fire Prevention Month (community service) –**The Leon Valley Firefighter team provides “Fire Prevention Education” October 7th -October 18th, 2019. This year NFPA campaign theme is “**Not Every Hero Wears a Cape: Plan and Practice your Escape!**”. Our Fire Prevention Program consists providing Fire Prevention Education presentations, having students go through our inflatable fire education house, as well as a poster contest at Leon Valley Elementary, Driggers Elementary School of Science and Technology. We visit between emergency calls, School of Science and Technology, Country Home Daycare, Jubilee Sendero, Primrose, Exclusive Adult Daycare, Leon Valley Elementary, Driggers Elementary, The Precinct Daycare, Serendipity Daycare, Galaxy Kids, Luv N Care, Growing Tree, A Place for Kids, Backyard Kids, Kid Care Learning as well as Wheels for Kids. The selected posters receive 1st Place, Bandera Bowl Party, 2nd Peter Piper Pizza Party, 3rd Place Bike W/safety helmet, 4th Place Game Stop gift card and 5th Place Razer Scooter. National Fire Protection Association (NFPA), <https://www.nfpa.org/News-and-Research/Publications-and-media/Press-Room/News-releases/2019/NFPA-announces-Fire-Prevention-Week-theme>.
- **Leon valley Fire Department Honor Guard Posting Colors (service) –** The Leon Valley Honor Guard Posting Colors “Presented Colors” with immense honor and respect for the Annual SA110 Memorial Climb at the Tower of Americas 9/11/2019. Thank you to Annual SA110 Memorial Climb committee for all your hard work and selecting Leon Valley!
- **EMS Kendrick Traction Device Splint Training (continuous education training) -** Kendrick Traction splint is used for EMS patients who have broken their femur. This device relieves pressure when the traction is applied and reduces pain while we transport to the hospital.
- **Fire Fighter Bail Out Drill Training (continuous education training) -** Fire fighter bail out drill is used in an emergency. While rescuing trapped victims from a second story home/building a fire fighter usually returns to see if there are additional victims. Although wearing fire retardant gear it will burn over a certain temperature. We sometime encounter a stage of a fire called a flashover where all contents in the house reach its flash point and ignite. This creates an abundance of heat causing the fire fighter to retreat. With this extreme heat the firefighter jumps out of the window head first and adjust to slide down the ladder to return to a safer atmosphere.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Zoning Code/Comprehensive Plan Revisions
 - Staff is in the process of Developing a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that Staff plans to address in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning. Staff presented a draft of this RFP to the Zoning Commission at their October 8, 2019 meeting for feedback and anticipates issuing this RFP in late October.

- Zoning Commission
 - The Zoning Commission held a Special Meeting on Tuesday, October 8, 2019. The following items were considered:
 - CA-2019-06 (Code Amendment) - An amendment to Article 15.02, Zoning Code, establishing the “PD” Planned Development Zoning District and associated use and development standards. **Approved**
 - Presentation and Provide Feedback to Staff Regarding the Establishment of Minimum Lot Coverage Requirements in the Sustainability Overlay District.
 - Presentation and Provide Feedback Regarding the Development of a Request for Proposals for an Update the City’s Current Comprehensive Master Plan.
 - The next Zoning Commission meeting is scheduled for Tuesday, October 22, 2019. The following items are tentatively scheduled for consideration:
 - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage in the B-3, Commercial District and CIO, Commercial Industrial Overlay District.
 - ZC-2019-02 (Zone Change) - A Zone Change to Remove the Sustainability Overlay District Classification at 6617 Evers Road.
 - SUP-2019-01 (Specific Use Permit) - A Specific Use Permit for a Self-Service Carwash, Full-Service Car Wash, and Auto-Detailing at 6617 Evers Road.
 - ZC-2019-02 (Zone Change) - A Zone Change from B-2 with SO, Sustainability Overlay District Zoning to PD, Planned Development District at 6617 Evers Road.
 - CA-2019-15 (Code Amendment) - An Amendment to Chapter 15, Zoning Ordinance of the Leon Valley Code of Ordinances, Appendix C, establishing minimum lot coverage for requirements in the Sustainability Overlay District.
 - CA-2019-16 - An Amendment to Section 15.02.381, Permitted Use Table, of the City of Leon Valley Code of Ordinances, regarding Automobile Lubrication Service Facilities in the B-3, Commercial Zoning District and SO, Sustainability Overlay District.
 - SUP-2019-11 (Specific Use Permit) - A Specific Use Permit for Automotive Lubrication Services in the B-3, Commercial District and SO, Sustainability Overlay District.
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
 - The Board of Adjustment is tentatively planning to hold a special meeting in September to hold a training session for newly adopted variance criteria.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
 - Staff has received an amending plat request for Linkwood Addition Lots 8 & 9. This purpose of this plat is to combine these two lots into one lot in order to facilitate the development of this tract which is generally located just south of Bush’s Chicken.
- City Council
 - The Planning and Zoning Department has the following development related Items scheduled for consideration at the October 15, 2019 City Council meeting:
 - SUP-2019-10 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 6504 Bandera Road; generally located on the west side of Bandera Road. (1st Reading)
 - CA-2019-17 (Code Amendment) – An Ordinance Amending Section 13.02.074 of the City's Tree Preservation Ordinance regarding Maximum Mitigation of Existing Trees. (1st Reading)
- Permitting and Records

- 52 Walk-Ins
- 125 Building Permits Issued/Processed (including trade permits)
- Received 13 Certificate of Occupancy Applications
- Issued 5 Certificates of Occupancy

Economic Development

- Facilitated ONIT Team meeting – 09/25/2019
- Meeting with local business owner concerning loss of revenue due to saturation – Business owner is considering new franchise model and staying in Leon Valley (confidential business owner) – 09/25/2019
- Facilitated Economic and Community Development Advisory Committee meeting – 09/25/2019
- Attended ACOG Legislative Update – 09/27/2019
- Attended Groundbreaking Ceremony for Affordable Pet Care – 09/30/2019
- ONIT Presentation to City Council – 09/30/2019
- Attended Northwest San Antonio Chamber of Commerce networking breakfast – 10/01/2019 & 10/8/2019
- Attended Press Conference for FirstNet Adoption Announcement – 10/02/2019
- Facilitated meeting with EDCD Chair about upcoming meeting date, time, and agenda items
- Attended Groundbreaking Ceremony for Total Car Care of San Antonio – 10/05/2019
- Facilitated team meeting to discuss multiple ONIT concerns about sidewalks in Linkwood subdivision – 10/7/2019
- Facilitated meeting with Management team of Knapheide and City Manager – 10/8/2019
- Facilitated meeting with P&Z Director and two citizens of Linkwood – 10/8/2019
- Enforcement:
 - 6501 Bandera – Halftime Cuts – Site Visit (ONIT) – Noise and wind waver Violation
 - 5504 Bandera #707 – The Cure Automotive – Site visit – Signage violation
 - 6635 Bandera – Walgreens – Site Visit (ONIT) – Outside storage and Debris
 - 6635 Bandera – Walgreens – Letter – Debris
 - 6838 Bandera – NW Little League – Letter – Debris, spoils, and outside storage
 - 6040 Bandera – Taco Cabana – Site visit – non-permitted sign
- Zoning Inspections:
 - 5504 Bandera #610 – Next Level Performance
 - 7003 Bandera – Church’s Chicken
 - 6324 Bandera #A – Knapheide
 - 6324 Bandera #C – Knapheide
 - 5612 Grissom – AT&T
- Stop Work Orders:
 - None issued
- Certificate of Occupancies (5 issued)
 - 5504 Bandera Rd Ste 610 - Next Level Performance
 - 7003 Bandera Rd - Church’s Chicken
 - 5504 Bandera Rd Ste 618 - Steadfast Automotive Solutions
 - 5628 Nw Loop 410 - Custom Sounds & Tint
 - 5601 Bandera Rd Ste 115-B - I Brow Bar

City Secretary

- Since the last report, the City Secretary’s Office has received 50 open record requests. The requests were for: permit information, Staff/City Council emails, Staff/City Council Phone Records, Staff/City Council Social Media Posts, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, witness statements, election records, and EMS reports.

- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas. Worked on City Council minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.

Library

- New Library Director Rosie Amaya started October 1, 2019.
- The Library Director is reviewing the policy and procedures of the Library and the City of Leon Valley.
- Statistics for the FY 18-19 compared to FY 17-18:
 - Items loaned (physical items) increased 28.7%
 - Door Count increased 15%
 - Library Cards Issued increased 17.9%
 - Children Programs increased 19.5%
 - Attendance for Children’s Programs increased 54.5%
 - Children’s Computer Sessions increased 21.5%
 - Facebook Reaches increased 131.6%

Upcoming Events:

- Next Regular City Council Meeting Tuesday October 15, 2019, at 6:00 p.m. in Council Chambers.
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers.
- Halloween Party October 26, 2019, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as followed: 9:00 a.m. -12:00 p.m. Arbor Day Tree Adoption on the Community Center Porch, 9:00 a.m. - 2:00 p.m. Trash to Treasure sale at the Community Center by Northwest Seniors, 10:00 a.m. - 11:00 a.m. Pet Costume Contest on the Grass area in front of the Community Center, 10:00 a.m. - 12:00 p.m. Library Halloween Fall Festival.
- Coffee with the Mayor and City Council, Saturday, October 19, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- City offices will be closed on Monday, November 11, 2019, in observance of Veterans’ Day
- Neighborhood Heroes Boots & Badges Event, November 12, 2019, at Whataburger, 7016 Bandera Road from 5:00 p.m. to 7:00 p.m.
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 8:30 a.m. to 12:30 p.m. at the Leon Valley Conference Center.
- Library Events
 - 8-Week Yoga Series on Sundays Presented by Yoga Seva: October 6th – November 24th
 - Saturday, October 26th from 10 am – 12 noon Library Fall Festival
 - Thursday-Friday, October 17-18, 2019 at 10:00-6:00pm in the Annex—Friends of the Library Book Sale
 - Friday, October 25, 2019 at 10:00-11:00am in the library--Community Coffee
 - Annual Stuffed Animal Sleepover:
 - Friday, November 15th: 3:30-6pm stuffed animal drop-off. Be sure to watch Facebook in the evening or early morning to see what the stuffed animals are up to.
 - Saturday, November 16th: Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.
- Committee Meetings:
 - 10/14/2019 – 2019 Home Rule Charter Review Committee at 6:30 at City Hall.

- 10/21/2019 - 2019 Home Rule Charter Review Committee at 6:30 p.m. at City Hall.
- 10/22/2019 – Zoning Commission Meeting at 6:00 p.m. in the Council Chambers.
- 10/16/2019 – Citizens Police Advisory Committee Meeting at 6:00 p.m. at City Hall.
- 10/28/2019 - Tree Advisory Board meets at Public Works at 6:00 p.m.